

# Rental Property Inspection Procedures

The Town of Townsend  
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Townsend, DE 19734  
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Rental inspections are **required** at each change of tenant. All inspections are to be made with the rental units vacant and clean. The Town's rental inspection checklist should be followed in preparing the unit for an inspection.

- All registration requirements must be met, all past due bills, fees, and assessments incurred at the property address (and any other owned address) owed to the Town must be paid before the inspection shall be scheduled. (Clean Hands Ordinance 17-01)
- Requests for rental inspections are to be called in to Town Hall.
- For all scheduled rental inspections, there shall be a 15-minute window before and after the scheduled time, to allow for the inspector's arrival.
- Bills will be sent to the owner or authorized agent approved, and on record with the billing department. The owner / authorized agent is responsible for updating billing information and address changes. Owner or authorized agent of record must be present at time of inspection. A rental property authorized agent utility billing change of address form must be submitted to the billing department to change billing information.
- All utility services (electric, gas, and water) must be turned on prior to and operational at time of the scheduled inspection.
- If all utilities, hot water, or mechanicals are not turned on and properly operating at time of scheduled inspection, the inspection shall fail and will be terminated at that time. It will be counted as the first inspection.
- The rental inspection fee is \$50 per unit in multiple dwelling buildings or \$75 per single family residence for the first inspection, and it shall be billed to the owner or authorized agent who has been approved, and is on file with the billing department. Any subsequent re-inspections will be charged a re-inspection fee of \$70 for each inspection until compliance is met.
- Rental inspections are good for six (6) months from the time of passed inspection if the unit has not been occupied or altered. After six (6) months of the unit not being occupied or altered, the Town will require another rental inspection to be completed.

- New rental units that have been issued a Certificate of Occupancy from the Licensing and Inspections Department for newly-constructed building(s) or a newly-renovated building(s) shall be exempt from the required rental inspection for six (6) months from date of issuance, providing the rental unit has not been occupied or altered within this time. The property must still be properly registered. It is the property owner's and authorized agent's responsibility to make sure all rental units comply with the Town of Townsend Rental inspection policies, procedures and checklist.
- It is the responsibility of the owner and/or authorized agent to provide the tenants or lessee with a copy of the Delaware Landlord Tenant Code. (Current version from the Office of the State of Delaware Attorney General)
- Rental units must comply with and continue to comply with all ordinances and codes of The Town of Townsend, including but not limited to: Townsend Rental Ordinance 17-05; 2012 Property Maintenance Code; The Delaware State Housing Code; Town of Townsend Zoning Code, and all other applicable currently adopted codes of the Town of Townsend.

*The Town of Townsend reserves the right to make changes or corrections to this form at their discretion.*